



USAID | INDIA

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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position.

Advertisement No. : USAID/15-08

Position Title : Project Management Specialist (Financial Inclusion)

Opening Date : June 17, 2015

Closing Date : July 8, 2015

Number of Positions : One (1)

Office : Office of Partnerships for Innovation (PI)

Grade : FSN-12

Location : The position is based at New Delhi.

Working Hours : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

Education:

Completion of Master's degree in banking/finance/commerce or related field is required.

Experience:

Minimum seven years of substantive and progressively responsible experience in project management and/or advisory services related to digital finance or a related field, including work with an international or donor organization, or equivalent work with a private or host-government entity is required.

Duties:

The Project Management Specialist (Financial Inclusion) will serve as the Mission's technical lead for Financial Inclusion in India, establish and maintain stakeholder contacts, guide public private partnership implementation, and serve as USAID's subject matter expert on financial inclusion in India. S/he will serve as an Agreement Officer's Representative or Activity Manager on one or more awards; establish and maintain influential working relationships with high level Government Officials, the U.S. Government (USG) officials and private sector; will coordinate with USAID's technical offices to raise awareness of Financial Inclusion issues and to mainstream, where possible, financial inclusion approaches into USAID's sector programs.

The incumbent will directly report to the Office Director, PI Office, USAID India.

Broadly, the incumbent's responsibilities include:

a) Project Management

With guidance from the Partnerships for Innovation Office Director, oversee USAID's \$10 million Financial Inclusion portfolio, serving as Agreement Officer's Representative or Activity Manager on one or more awards in coordination with the USAID Global Development Lab. The Financial Inclusion portfolio will leverage a minimum of an additional \$10 million of private sector contributions. The total value of the fully leveraged Financial Inclusion partnership portfolio will be \$20 million.

Activities currently under co-design between USAID/India and the Lab include an assistance based award for the provision of secretariat services for the USAID/Government of India (GOI) public private partnership for financial inclusion. The incumbent will oversee USAID's support for the secretariat by providing guidance and support to the implementing partner to ensure that partnership steering committee and working group meetings comprised of leaders in financial inclusion are well prepared and that actions for follow up are completed in a timely manner.

b) Stakeholder Outreach and Donor Coordination

The incumbent will establish and maintain influential working relationships with high-level GOI (including Ministry of Finance, UIDAI, the Reserve Bank of India, state governments, and public banks), as well as leaders in the private sector which represent six categories of organizations critical to building shared economic infrastructure: Fast Moving Consumer Goods Companies (FMCGs), banks, payment networks, mobile network operators, eCommerce, and leading civil society organizations. They include Accion, Axis Bank, Bharti Airtel, Citi, Coca-Cola, FICCI, FIS, HSBC, ICICI Bank, IFC, ITC Limited, Janalakshmi, Marico, MasterCard, Procter & Gamble, SAP, SEWA, SnapDeal, Telenor, Visa, Vodafone, and Yes Bank. In addition, the Specialist will be USAID/India Missions lead in our work with the World Economic Forum, which is serving as a knowledge partner to USAID.

The Specialist will coordinate with the leadership of other donors and private foundations working on financial inclusion and related fields in India, including the World Bank, Bill and Melinda Gates Foundation, and UKAid to build support for and partner with USAID's financial inclusion portfolio.

c) Analysis and Internal Communications

The Specialist will collaborate with Lab and implementer staff to analyze developments in financial inclusion in India, including the performance and accomplishments of the US-India public private partnership, and disseminate sector and project updates internally within USAID and the broader USG.

Language:

Fluency (Level IV) in English and Hindi proficiency, in speaking and in writing, is required.

Knowledge:

The incumbent must have an expert knowledge of digital finance, including of the concepts, principles, techniques, and practices of digital finance, financial inclusion, and project management; an understanding of Indian economic, social, cultural, and political characteristics; and knowledge of current development trends and priorities in India, especially in the finance sector.

Skills and Abilities:

Required skills and abilities should include tact, good judgment, and the ability to work with minimal supervision; the ability to create and maintain positive working relationships with all members of the USAID/India staff; the ability to establish and maintain high level contacts and good working relationships with counterparts in relevant GOI organizations; to communicate effectively, both orally and in writing; to obtain, evaluate, and analyze data, and to prepare precise, accurate, and complete reports; and, to recognize significant developments and trends reflected from collected data and bring it to the attention of colleagues and superiors. S/he must be proficient in using Excel and Word Processing programs, and should have the ability to quickly learn software/systems used within USAID and the USG.

To Apply:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

Applications not submitted in the specified form will not be accepted.

2. Submit **electronic copies** of applications to: indiaper@usaid.gov

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

3. **Applicants must specify the advertisement number and position title in Column 1 of the Employment Form.** Applications without reference to a specific advertisement number will not be accepted.

Notes:

Probationary Period: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National (FSN) employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.